



Verification Reporting: Traditional Districts

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Kentucky Department of Education

SY 17-18

Professional Standards Learning Code: 3100



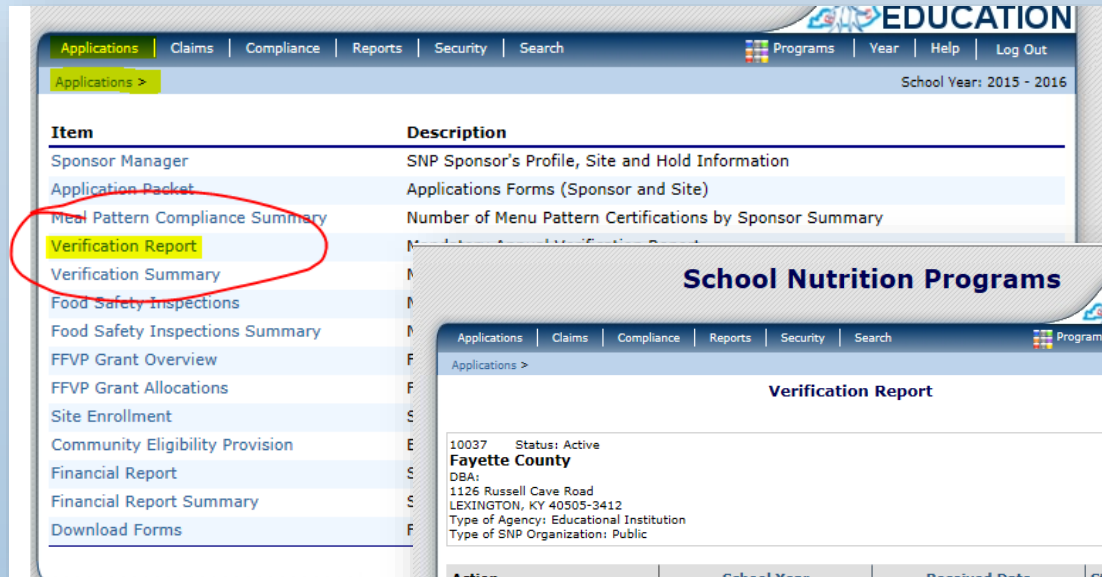
Objective and Necessary Information for Report Completion

The purpose of this training is to provide support and guidance for Traditional districts in completing the Verification Report in CNIPS.

Below is a list of necessary information you will need to complete this report (all information must come from the POS):

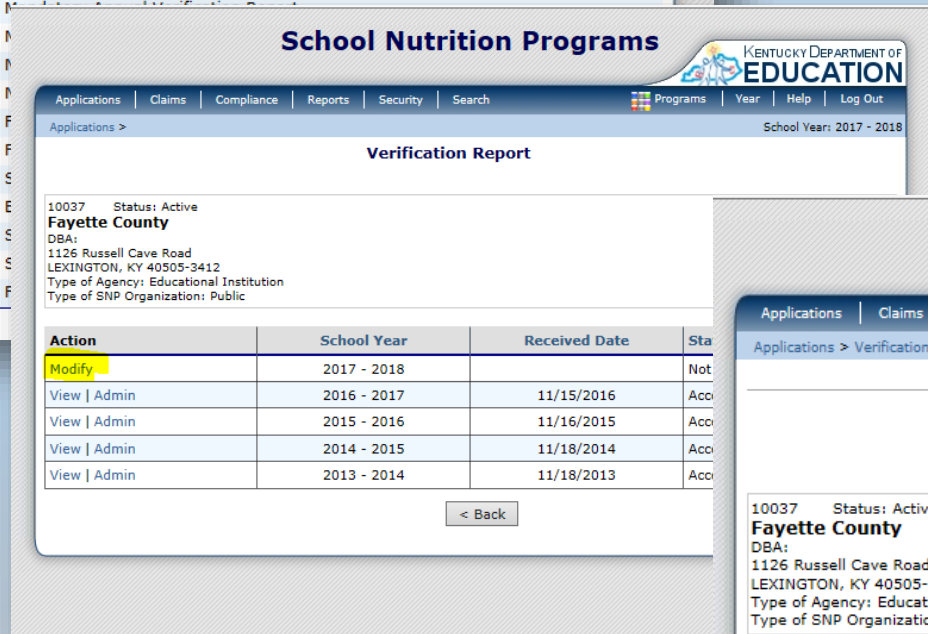
- The total number of students enrolled (as of the last Operating Day in October) in the district with access to NSLP and/or SBP;
- The total applications approved as of Oct. 1 and total number of students approved for benefits as of the last operating day in October;
- The total number of directly certified students (SNAP and Other) as of the last operating day in October;
- The results of Verification (responses and any necessary changes);
- Verification for Cause applications that occurred prior to November 15th.

Step 1: Access the Report in CNIPS



The screenshot shows the 'Applications' menu in the CNIPS system. The 'Verification Report' option is highlighted with a red circle. The menu includes the following items:

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Sponsor Summary
Verification Report	
Verification Summary	
Food Safety Inspections	
Food Safety Inspections Summary	
FFVP Grant Overview	
FFVP Grant Allocations	
Site Enrollment	
Community Eligibility Provision	
Financial Report	
Financial Report Summary	
Download Forms	

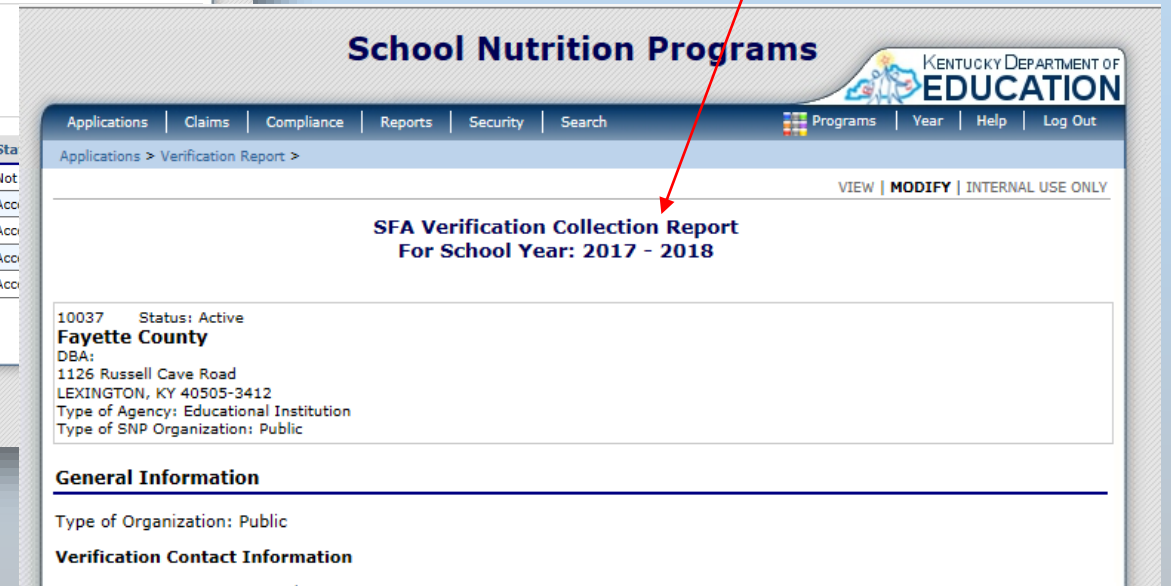


The screenshot shows the 'Verification Report' for Fayette County. The report includes the following information:

10037 Status: Active
Fayette County
DBA:
1126 Russell Cave Road
LEXINGTON, KY 40505-3412
Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2017 - 2018		Not
View Admin	2016 - 2017	11/15/2016	Acco
View Admin	2015 - 2016	11/16/2015	Acco
View Admin	2014 - 2015	11/18/2014	Acco
View Admin	2013 - 2014	11/18/2013	Acco

< Back



The screenshot shows the 'SFA Verification Collection Report' for Fayette County. The report includes the following information:

10037 Status: Active
Fayette County
DBA:
1126 Russell Cave Road
LEXINGTON, KY 40505-3412
Type of Agency: Educational Institution
Type of SNP Organization: Public

General Information

Type of Organization: Public

Verification Contact Information

Collection	First Name	Last Name
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1. Select Verification Report
2. Select Modify
3. SY 17-18 Report will open



Step 2:

Complete Section 1: District Information

- 1-1: Enter the total schools and number of students with access to NSLP and/or SBP as of the last operating day.
- Section 2- Not Applicable

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	60	40,511
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	0	0
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	0	0
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		0
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		0



Step 3:

Complete Section 3: Direct Certification Information

- 3-2: Enter the total number of students in the district and have access to NSLP and/or SBP that are Directly Certified due to **SNAP** as of the last operating day in October.
- 3-3: Enter the total number of students in the district and have access to NSLP and/or SBP that are Directly Certified due to all other categories (KTAP, Medicaid, Homeless, Foster, Migrant, Runaway) as of the last operating day in October.

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools) ☐

	B. Number of FREE Students
3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <u>not</u> include students certified with SNAP through the letter method.	4,686
3-3 Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	2,418
3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	0

Always remember, if a student is a combination student, meaning the student qualifies for benefits due to multiple programs then the SNAP designation should be the program of record.



Step 4:

Complete Section 4: Verification Sample Size Information

- 4-1 A & B: Number of Free Applications and Students due to Case Number
- 4-2 A & B: Number of Free Applications and Students due to Income
- 4-3 A & B: Number of Reduced Applications and Students due to Income

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application		
ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.		
	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	90	136
4-2 Approved as FREE eligible. Based on household size and income information.	1,147	1,709
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	709	1,163
T-1 Total FREE Eligible Students Reported		8949
T-2 Total REDUCED PRICE Eligible Students Reported		1163

Reporting Date:
October 1st

Reporting Date:
The last operating day in October



Step 5:

Complete Section 5: Verification Information

- 5-1: Do not check
- 5-2: Were Verification Activities Completed Prior to Nov. 15th (not reporting!)
- 5-3: Select Method Used
- 5-4: Total Number of Error Prone Applications as of Oct. 1
- 5-5: Number you selected to verify based on method
- 5-6: Check box if direct verification was not conducted
- 5-7: Enter applications confirmed through direct verification.

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL schools and/or RCCIs are exempt from verification, or ALL schools are Provision schools in a base year. If 5-1 is checked, no further reporting in Section 5 is required. ☒

5-2 Was verification performed and completed?

☒ Yes, completed by November 15th

☐ Yes, completed after November 15th

☐ No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

☐ Standard (Lesser of 3% or 3,000 error-prone)

☐ Alternate one (Lesser of 3% or 3,000 selected randomly)

☒ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone. 285

5-5 Number of applications selected for verification sample: 22

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7. ☐

	A. Number of Applications	B. Number of Students
5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	2	2

It is important to note that you must either check box 5-6 indicating that you did not conduct direct Verification or enter data in 5-7.



Step 6:

Complete Section 5: Verification Results

- 5-8: Enter the Results of Verification Outcomes
- VC-1: Enter the number of applications verified for cause as of November 15th. Include those outcomes in 5-8.

5-8 Results of Verification by Original Benefit Type
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

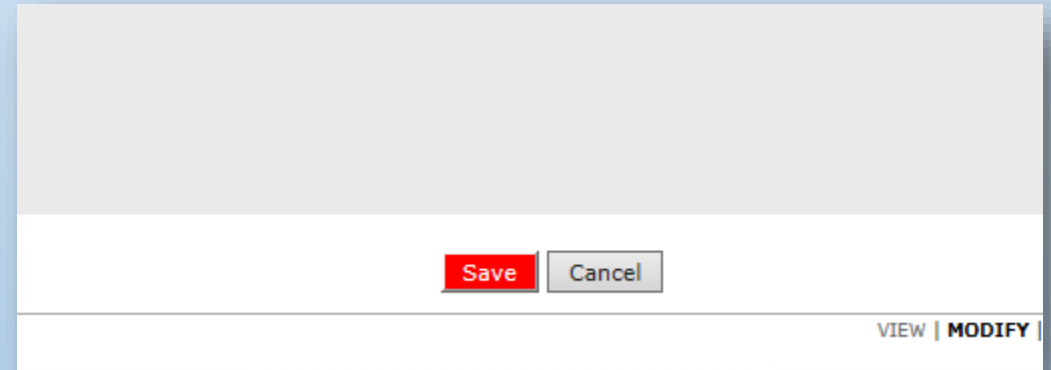
	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
Result Category	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	5	10	6	6
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE		REDUCED PRICE		FREE	
	0	0	1	1	0	0
3. Responded, Changed to PAID:	0	0	1	2	4	5
4. NOT Responded, Changed to PAID:	0	0	2	2	1	2
VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause <u>in addition</u> to the verification requirement.						0

Please contact SCN if CNIPS creates an error message when entering VC-1 information.



Step 7: Report Completion

- Select Save at the bottom of the page.



SCN does approve all Verification Reports. A consultant will be in contact with you for any questions. Approval will be indicated by the report being given an “approved status”.



For Additional Training and Guidance

- Please watch the full training on Verification [here](#).
- Or reference the [Verification and Reporting SCN webpage](#).

The screenshot displays a webpage titled "Verification" under the "Federal Programs / School and Community Nutrition" section. The page includes a left sidebar with links to "Child and Adult Care Food Program", "Online Reporting", "Qualifying Data", "School Meal Programs", and "Summer Food Service Program (SFSP)". The main content area defines "Verification" as the confirmation of eligibility for free and reduced-priced meals under the National School Lunch and School Breakfast Program, and lists "SCN Training Presentations" such as "Verification Training Recording" and "Verification Documentation Worksheet". It also provides "SCN Policies Regarding Verification". On the right, there are "SCN Quick Links" and "USDA Quick Links" sections with buttons for various resources like "Calendar of Events", "Training", "Guidance and Resources", "Forms", "Reporting", "Administrative Review", "Provisions: CEP & Provision 2", "Procurement", "CNIPS", "USDA National School Lunch Program", "USDA School Breakfast Program", "USDA Fresh Fruit and Vegetable Program", "USDA Farm to School Program", and "USDA Seamless Summer Option".

Thank you!

- For additional questions please contact your approving SCN consultant.

USDA Nondiscrimination Statement

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USDA Nondiscrimination Statement

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Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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